



Process for Signage/Awning Requests Museum Director/Historic District Commission A Step-By-Step Guide

The Museum Director/Curator has been designated by the Commission to review projects that are considered to be routine in an effort to expedite requests, reserving the right to forward the request to the Commission at their discretion. The requests that the Museum Director/Curator have oversight include:

Awnings - Awning material and dimensions must be approved by the Museum Director or Curator. Requests for Awnings that do not meet the requirements of [Guideline #1 - Awnings](#) will be forwarded to the Historic District Commission for review. If the Awning includes signage the applicant must follow the requirements for Signage. A Building Permit must be obtained prior to installation.

Signage - Signage within the Historic District requires an approved Sign Permit. If the application does not meet the requirements of the Zoning Ordinance a variance from the Zoning Board of Appeals may be applied for. Only after a Sign Permit has been issued will the request be reviewed by the Museum Director or Curator. Requests that do not meet the requirements of [Guideline #2 - Signage](#) will be forwarded to the Historic District Commission for review. In that event the Museum Director or Curator may permit temporary signage to be installed. Projecting Signs require a Building Permit prior to installation.

- 1** **Introductory Meeting with Staff or Museum Director/Curator** - Staff will assist the applicant by explaining the application form and Guidelines. Museum Director/Curator will research any historical documentation available that could assist the applicant.
- 2** **Submission of Application** – Applicant will submit their request to Staff who will review it to make sure they have supplied all the necessary information including a site plan. If no Additional information is needed Staff will process the request and \$50 payment (Checks made payable to ‘City of Manistee’).
- 3** **Request Approved** – Staff will process permit and necessary paperwork.
- 4** **Status Update** – Staff will reach out after 10 months to see project status. If progress is being made though project not completed; HDC may extend certificate expiration date upon formal review at a regularly scheduled HDC meeting.

Once project is completed the project will be reviewed and a Certificate of Compliance will be sent for the applicants files.



Historic District Commission
Planning & Zoning
395 Third Street
Manistee, MI 49660
231.723.6041 (phone)
231.398.3526 (fax)

Signage – Awnings Application for a Certificate of Appropriateness

Please Print

| Submission of Application | | | |
|--|--|------------------|-----------|
| Signage within the Historic District requires an approved Sign Permit prior to review/approval by the Manistee County Historical Museum Director or Curator. Projecting Signs require a Building Permit prior to installation. | | | |
| Awning material and dimensions must be approved by the Manistee County Historical Museum Director or Curator. A Building Permit must be obtained prior to installation. | | | |
| Property Information | | | |
| Address: | | Parcel # | |
| Applicant Information | | | |
| Name of Owner or Lessee: | | | |
| Address: | | | |
| Phone #: | | Cell#: | |
| | | e-mail: | |
| Name of Contractor (if applicable): | | | |
| Address: | | | |
| Phone #: | | Cell#: | |
| | | e-mail: | |
| License Number: | | Expiration Date: | |
| Sign Plan Requirements | | | |
| <input type="checkbox"/> | Proposed signage or awning, drawn to scale showing dimensions as it will appear on the property. | | |
| <input type="checkbox"/> | Description of proposed materials for signage or awning. (i.e. wood, vinyl lettering for windows, metal bands, etc.) | | |
| <input type="checkbox"/> | Description of proposed materials for signage or awning. (i.e. wood, vinyl lettering for windows, metal bands, etc.) | | |
| Authorization | | | |
| <i>I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of the State of Michigan. All information submitted on this application is accurate to the best of my knowledge.</i> | | | |
| Applicant Signature: _____ Date: _____ | | | |
| By Signing this form the Applicant/Owner agrees to the terms of the Sign Permit and agrees to remove any non-conforming signs prior to installation of new signage. | | | |
| <input type="checkbox"/> Sign Plan for project attached (permit cannot be issued without plan) | | | |
| Office Use Only | | | |
| Fee: <input type="checkbox"/> \$50.00 (Checks made payable to 'City of Manistee') | | | Receipt # |
| Signature: _____ Date: _____ | | | |